



Job Description

Role Title	Business Planning Officer
Department	Portfolio and Planning
Responsible to	Head of Portfolio and Planning
Job Level	6

We are seeking a highly organised and detail-oriented individual to join our Portfolio and Planning team as a Business Planning Officer. As a Business Planning Officer, you will play a crucial role in the development and execution of strategic business plans, ensuring the smooth operation of annual planning cycles, team-specific business plans, and effective coordination of various business activities.

Key responsibilities / level of accountability for delivery

- To work in partnership with Head of Portfolio and Planning and Team leads to help provide support, direction and guidance in the development of the NFCC annual business plans ensuring that objectives are set with measurable activity.
- To provide support and lead on aspects of the co-ordination of the corporate planning and reporting activities of the NFCC, monitoring of progress against Key Performance Indicators.
- Monitor and report the delivery and performance against the set objectives; ensuring that content is well evidenced, and is reported on quarterly basis.
- Collaborate with key stakeholders to develop and implement business plans that align with the strategic direction of the NFCC.
- To support the Head of Portfolio and Planning to continually develop and implement the annual planning cycle.
- To work closely with individuals
- Contribute to the development of the NFCC's annual planning cycle by leading the co-ordination and forward planning of submissions of business cases and project proposals throughout the year.
- To develop and co-ordinate an external horizon scanning capability within the team.
- Drafting agendas and producing accurate minutes and records at Board.
- Maintaining accurate records of all Board reports.
- Maintain records of responses and actions taken against recommendations from meetings.

Key outputs including typical timeframes

- You are responsible for collating accurate data, analysis and supporting



commentary to support the quarterly Business Plan Review report.

- You are responsible for scoping and developing horizon scanning element within the team..
- You proactively contribute ideas to support process and system enhancements
- You ensure accuracy of administration with clear audit processing
- You will maintain records of responses and actions taken against recommendations from meetings

Key Relationships

- You establish effective relationships across the Portfolio and Planning team to drive collaboration across the team and wider organisation.
- Building and maintaining good working relationships with key stakeholders across the whole organisation.

Education, Qualifications, Experience

- Experience of supporting and co ordinating business plans across a number of teams.
- Experience of drafting a wide range of reports with an ability to summarise a complex set of facts, clearly, accurately, and succinctly to a wide audience.
- Experience in minute taking and maintain accurate records of responses and actions taken against recommendations from meetings.

Behaviours and Values

- Ability to work with and engage with staff at all levels.
- Able to demonstaret high levels of integrity, confidentiality and reliability.
- Ability to organise own workload.